

9 November 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. COS - Student Sessions in the BOC

A high point last week for the members of the Basic Operations Course was the sessions with officers attending the WH Division's Chiefs of Station Conference at the

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B. Senior Seminar

Members of the Seminar were introduced to the eighth block of instruction, on "CIA's Official Relationships," with presentations on Thursday by [redacted], Deputy for Program Development and Operations, IC Staff, and by Major General Daniel Graham, Deputy to the Director for the Intelligence Community. The seminar is in its eighth week, and beginning the 15th, will go into the final block on Management of Intelligence. On Sunday evening, the 18th, at the [redacted] the members will hear Mr. Colby who plans to talk about new developments in CIA. The seminar ends on Wednesday, 21 November.

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C. IC Study of Community Language Training

OTR's two representatives at the 6 November meeting called by Captain James Wise of the Intelligence Community Staff are completing questionnaires covering various aspects of language training in CIA, including information about facilities, staffing, types of courses, and costs of instruction. Questionnaires are also being submitted by other members who were present from DLI, ACSI, NSA, and the FSI. The data-gathering is all part of the mandate given Captain Wise to seek ways of combining language training in the Government -- if such combination is workable.

Several more meetings of Tuesday's group are planned in the immediate weeks.

D. Off-Campus Program for Spring

On Thursday, 1 November, OTR's Education Committee met in the Chamber of Commerce building with four representatives of the Northern Virginia Regional Center of the University of Virginia to discuss plans for the second semester of the new Off-Campus Program. (One of the representatives was an Assistant Dean from the Charlottesville campus.) Current thinking is to offer about twenty courses, some of which will be repeats from the first semester.

The fall program has already had 23 withdrawals since the 2 October opening, many resulting from pressure of work stemming from the Near East crisis. Some withdrawals however, were timed so as to avoid official billing.

E. Communications Capability

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During the one-week conference of WH Division's Station Chiefs, 91 cables were received and two were sent. An additional communicator was detailed to the conference to handle the traffic. He left with the intention to recommend to the Director of Communications that equipment be installed at the to increase the present communications capacity. We support the recommendation.

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II. Upcoming Developments

A. MBO at the Utah Management Institute

Mr. Proctor has requested that [] of his Planning Staff attend the one-week course on Management By Objectives, for executives, given at the Utah Management Planning Institute in Salt Lake City. Since the 12 November course is filled, [] will attend the Institute's presentation of the same course in December, at Newport Beach in California. Dr. George Odiorne, one of the founding fathers of MBO, will conduct both programs.

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In the meantime OTR has enrolled one of its management instructors, [] in Dr. Odiorne's two-day MBO course to be given at Harper College in suburban Chicago. [] purpose in attending is to hear Dr. Odiorne and to get a reading on the possibility of his being used in some way for OTR's MBO training module. [] in his post-course report, is expected to provide OTR with an evaluation of Dr. Odiorne and his longer program.)

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B. Systems Dynamics Course

[] in Cambridge, Massachusetts to work out the course content and administrative details for the three-week Systems Dynamics Course scheduled to be given in January. We have the company's proposal for the course now under consideration.

C. JCS-DIA Orientation

Plans are about complete for the Orientation to be held in Room 1A-07, Headquarters, on Tuesday and Wednesday, 13 and 14 November. In addition to General Walters, senior Agency speakers will include, among others, Messrs. Brownman, Duckett, Nelson, and Walsh. Admiral Donald Showers of the Intelligence Community Staff will give the talk on the Community. We expect about 60 officers and civilians to attend the program.

D. Project HELPFUL

Interest in the one-day briefing on the Defense Intelligence Agency is evidenced in the roster of 36 principals and

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approximately twenty alternates. (Among the principals are four supergrades.) The briefing is on Tuesday, 13 November, at the Defense Intelligence School. The group will travel by bus; Headquarters being the terminal.



Acting Director of Training

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